

**CITY OF WEST LINN**  
**PRE-APPLICATION CONFERENCE MEETING**  
**SUMMARY NOTES**  
**July 7, 2022**

**SUBJECT:** Subdivision  
**FILE:** PA-22-20  
**ATTENDEES:** Applicant: Patrick Krause, Ralph Tahrán, Bruce Goldson, Corey Egner, Kory Arntson  
Staff: John Floyd (Planning), Lynn Schroder (Planning); Benjamin Gardner (Planning);  
Maryna Asuncion (Engineering)  
Public: Kathie Halicki (Willamette Neighborhood Association)

*The following is a summary of the meeting discussion provided to you from staff meeting notes. Additional information may be provided to address any "follow-up" items identified during the meeting. These comments are PRELIMINARY in nature. Please contact the Planning Department with any questions regarding approval criteria, submittal requirements, or any other planning-related items. Please note disclaimer statement below.*

**Site Information**

Site Address: 1555 6<sup>th</sup> Street  
Tax Lot No.: 21E35DD01100/ 21E35DD01200  
Site Area: 65,534 Square Feet +/-  
Neighborhood: Willamette Neighborhood Association  
Comp. Plan: Low Density Residential  
Zoning: Single-Family Residential Detached and Attached, R-7  
Zoning Overlays: N/A  
Applicable CDC Chapters: Chapter 12: Single-Family Residential Detached and Attached, R-7  
Chapter 46: Off-Street Parking, Loading and Reservoir Area  
Chapter 48: Access, Egress and Circulation  
Chapter 85: General Provisions  
Chapter 92: Required Improvements  
Chapter 99: Procedures for Decision Making: Quasi-Judicial  
Chapter 105: Amendments to the Code and Map

**Site History**

Research of the site revealed the following historic activity:

- In 2005 the site was rezoned from R-10 to R-7 under file MISC-05-49 and Ordinance 1532. Note that City Council applied four conditions of approval to future development on this property that will apply to your proposed project, though state mandated changes under HB2001 supercede condition No. 1. Moreover, the city has expanded the definition of single-family home to include duplexes, triplexes, and additional housing types.

The following conditions of approval are imposed upon this rezone:

1. Only single-family detached residences shall be built on this property.
2. No residence built on this property shall exceed 3,000 square feet of living area.
3. At least two of the future residences built on this property shall not exceed 2,000 square feet of living area.
4. As a condition of any future subdivision or partition of this property, the subdivider shall install stop signs at the intersection of Sixth Street and Fifth Avenue, and shall construct a pedestrian pathway along one side of Sixth Street, subject to the approval of the West Linn City Engineer.

- In 2007 the city vacated a portion of the 5<sup>th</sup> Avenue right of way, resulting in the enlargement of the two lots included as part of your project. See File ZC-05-05/MISC-06-19 and Ordinance 1541 for more details.
- In 2008 the city received a subdivision application under file SUB-08004 that was subsequently withdrawn. Other than the existence of the file number, no information regarding the details of that proposal are available within city records.

### **Project Details**

The proposal is to subdivide two existing lots into eight lots, inclusive of seven single-family homes and one duplex. Access would be provided via three private access easements. Not that due to changes resulting from HB2001, effective June 30<sup>th</sup> of this year, the range of allowed housing types has been broadened in all residential zones. See attached redlines of changes at the link below.

[https://westlinnoregon.gov/sites/default/files/fileattachments/planning/project/54760/ord\\_1736\\_signed.pdf](https://westlinnoregon.gov/sites/default/files/fileattachments/planning/project/54760/ord_1736_signed.pdf)

Note that CDC Chapter 48 limits private accessways to no more than four single-family homes. Private accessways must be a minimum of 20 feet wide, with paved surface 14 to 20 feet wide with an approved turnaround. Access to five or more single-family homes may only occur through a public street. If the proposal is to utilize an existing accessway for lots 7 and 8, the application must demonstrate a right to utilize the access and clear evidence that it meets existing standards regarding width, maximum number of homes, and so forth.

Street improvements will be required along both 5<sup>th</sup> Avenue and 5<sup>th</sup> Street. See attached comments from City of West Linn Engineering for additional details.

### **Discussion:**

Topics of conversation included the following:

- Implementation of HB2001 within the City of West Linn
- Past history of the project site
- Access standards
- PGE Lighting requirements
- Potential proximate development

**Building:** For building code and ADA questions, please contact Adam Bernert at [abernert@westlinnoregon.gov](mailto:abernert@westlinnoregon.gov) or 503-742-6054 or Alisha Bloomfield at [abloomfield@westlinnoregon.gov](mailto:abloomfield@westlinnoregon.gov) or 503-742-6053.

**Engineering:** Please see attached comments from West Linn Engineering.

**Tualatin Valley Fire & Rescue:** Please contact Jason Arn at [jason.arn@tvfr.com](mailto:jason.arn@tvfr.com) or 503-259-1510 with any questions. Note that a **Service Provider Permit** must be presented with the application in order for the application to be deemed complete. <https://www.tvfr.com/399/Service-Provider-Permit>

**Process:** For the proposal, address the submittal requirements and standards for decision making in the Community Development Code (CDC) chapters:

- Chapter 12: Single-Family Residential Detached and Attached, R-7
- Chapter 46: Off-Street Parking, Loading and Reservoir Area
- Chapter 48: Access, Egress and Circulation
- Chapter 85: General Provisions
- Chapter 92: Required Improvements
- Chapter 99: Procedures for Decision Making: Quasi-Judicial

When preparing the compliance narrative, N/A is not an acceptable response to the approval criteria. The submittal requirements may be waived, but the applicant must first identify the specific submittal requirement and request, in letter form, that it be waived by the Planning Manager and must identify the specific grounds for that waiver.

The deposit for a Subdivision Plat is \$4,200 plus \$200 per lot.

Once the application and deposit/fee are submitted, the City has 30 days to determine if the application is complete or not. If the application is not complete, the applicant has 180 days to make it complete or provide written notice to staff that no other information will be provided. Once complete, the City has 120 days from the date of completeness to make a final decision on the application.

***Typical land use applications can take 6-10 months from beginning to end.***

**DISCLAIMER:** This summary discussion covers issues identified to date. It does not imply that these are the only issues. The burden of proof is on the applicant to demonstrate that all approval criteria have been met. These notes do not constitute an endorsement of the proposed application ***or provide any assurance of potential outcomes.*** Staff responses are based on limited material presented at this pre-application meeting. New issues, requirements, etc. could emerge as the application is developed. Pre-application notes are void after 18 months. After 18 months with no application approved or in process, a new pre-application conference is required. Any changes to the CDC standards may require a different design or submittal.



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**West  
Linn**

## Pre-app Comments

**Project Number: PA-22-20**  
**1555 6<sup>th</sup> Street**

### Engineering Contact:

Maryna Asuncion, EIT  
masuncion@westlinnoregon.gov  
Telephone: (503) 722-3436

**Project Description:** Demo existing structure and subdivide property into 7 single family lots and 1 duplex lot.

**Pre-application meeting date:** July 07, 2022

The comments provided below are based upon material provided as part of the pre-application packet and are intended to identify potential design challenges associated with the development. Comments are not intended to be exhaustive and do not preclude the engineering department from making additional comments as part of the formal land use application process.

### TRANSPORTATION

#### Minimum Required Improvement:

- 5th Street Improvements:
  - 5<sup>th</sup> St. is identified as a local street in the City's *Transportation System Plan*.
  - The existing right-of-way is approximately 40 feet wide.
  - Right-of-way dedication of 5 feet will be required.
  - Half-street improvements, including pavement widening, curb and sidewalk, to local street standards will be required.
- 5th Avenue Improvements:
  - 5<sup>th</sup> Ave. is identified as a local street in the City's *Transportation System Plan*.
  - The existing right-of-way is approximately 45 feet wide.
  - Right-of-way dedication of 5 feet will be required.
  - Half-street improvements, including pavement widening, curb and sidewalk, to local street standards will be required.
- Street trees: coordinate with the Park Department to install appropriate number and type of tree, as applicable:
  - Parks Contact: Ron Jones  
[rjones@westlinnoregon.gov](mailto:rjones@westlinnoregon.gov)  
503-722-4728
- All new distribution and communication franchise utilities and their services must be placed underground.
- The applicant will be required to dedicate an 8 foot public utility easement along all street frontages.
- A Traffic Impact Analysis (TIA) is not anticipated to be required. Review CDC Chapter 85 and Section 5 of the *City of West Linn Public Works Standards*.



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### SANITARY SEWER

#### Minimum Required Improvement:

- Each proposed lot shall have its own sanitary sewer service line.
- An existing 15" PVC sanitary sewer main line exists along the 5<sup>th</sup> St. frontage.
- All new sanitary sewer construction and connections to existing sanitary sewer mains must meet the City of West Linn Public Works Design Standards (Section 3 – Sanitary Sewer Requirements).

### DOMESTIC WATER

#### Minimum Required Improvement:

- Each proposed lot shall have its own water service and meter.
- An existing 6" water main line exists in 5<sup>th</sup> Ave. along property frontage. The existing water main must be upgraded to 8" DI to meet current City Standards for water main size and material (see City of West Linn Public Works Design Standards Section 4.0011 C).
- An existing 2" water main line exists in 5<sup>th</sup> St. along property frontage. The existing water main must be upgraded to 6" or 8" DI to meet current City Standards for water main size and material (see City of West Linn Public Works Design Standards Section 4.0011 C). City to confirm whether 6" or 8" diameter pipe is required in 5<sup>th</sup> St.
- Any connection to the public water main line shall be made by City crews, who will install the service line to the edge of right-of-way.
- There is an existing fire hydrant on NW corner of 6<sup>th</sup> St. and 5<sup>th</sup> Ave.
- There is an existing fire hydrant on NW corner of 5<sup>th</sup> St. and 5<sup>th</sup> Ave.

### SURFACE WATER (STORM SEWER)

#### Minimum Required Improvement:

- Onsite run-off generated from new impervious areas of greater than 1,000 square feet must be captured, treated, detained and conveyed to the nearest public stormwater system in accordance with the *Portland Stormwater Management Manual*, the Uniform Plumbing Code, and *City of West Linn Public Works Standards (Section 2 – Storm Drain Requirements)*.
- Stormwater facilities installed to capture, treat, detain and convey stormwater from the private improvements shall be privately owned and maintained.
- There is an existing drainage ditch along the 5<sup>th</sup> Ave. property frontage. This ditch terminates at an existing catch basin in the intersection of 5<sup>th</sup> Ave. and 5<sup>th</sup> St. This is an approved point of discharge for treated, onsite runoff.

### OTHER

- All public improvements shall be constructed, inspected and accepted by the City prior to signing the plat.



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masuncion@westlinnoregon.gov  
Telephone: (503) 722-3436

- All utilities, such as electrical, telephone, and television cable, that may at times be above ground or overhead shall be buried underground in the case of new developments frontage exceeding 200 feet.
- See Section 5.0080 of the *City of West Linn Public Works Standards* for street lighting requirements for new subdivisions.
- All system development charges are due at the time of building permit issuance.
- Future development of the site will disturb more than 1 acre, therefore a 1200-CN Erosion Control Permit Application, as outlined in Section 2.0066 of the *City of West Linn Public Works Standards*, will be required prior to the commencement of construction.



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## PRE-APPLICATION CONFERENCE

Thursday, July 7, 2022

City Hall\*  
22500 Salamo Road

11:00 am: **Proposed Subdivision**  
Applicant: **Park Place Properties, Patrick Krause**  
Property Address: **1555 6<sup>th</sup> St**  
Neighborhood Assn: **Willamette Neighborhood Association**  
Planner: **John Floyd**

Project #: PA-22-20



\*Pre-application conferences will be conducted in a hybrid format, with some staff and participants attending remotely via Webex and others attending in-person at City Hall.



### PRE-APPLICATION CONFERENCE

RECEIVED  
LSCHRODER, 6/22/2022, 9:26:39 AM

THIS SECTION FOR STAFF COMPLETION		
CONFERENCE DATE:	7/7/22	TIME: 11:00am
		PROJECT #: PA-22-20
STAFF CONTACT:	John Floyd	FEE: \$1,000

Pre-application conferences are held on the first and third Thursdays of the month between 9:00 am and 1:00 pm. Appointments must be made by 5:00 pm, 15 days before the meeting date. The applicant has a choice of an in-person or virtual meeting. To schedule a conference, submit this form, a site plan, and accompanying materials through the [Submit a Land Use Application](#) web page. The City will contact you to collect payment. Pre-application notes are valid for 18 months.

Address of Subject Property (or map/tax lot): 1555 6<sup>th</sup> Street, West Linn, OR 97068 (and also the vacant lot at the corner of 5<sup>th</sup> Street and 5<sup>th</sup> Avenue – Map/Tax Lot 21E35DD/01200).

Description of Proposal: Demo existing structure and subdivide both properties into seven (7) single family lots and one (1) duplex lot.

Applicant's Name: Park Place Properties, LLC

Mailing Address: 22700 Salamo Road, West Linn, OR 97068

Phone No: 503-807-4430 Email  
Address: pk@patrickkrause.com

Please attach a site plan on 11 x 17 inches paper depicting the following items:

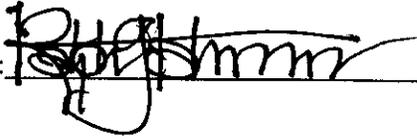
- North arrow
- Scale
- Property dimensions
- Conceptual layout, design, and/or building elevations
- Streets abutting the property
- Access to and from the site
- Location of existing utilities (water, sewer, etc.)
- Location of all easements (access, utility, etc)
- Location of existing trees (a tree survey is highly recommended)
- Location of creeks and/or wetlands (a wetland delineation is highly recommended)

Please list any questions or issues that you would like the planner to address:

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By my signature below, I grant city staff the **right of entry** onto the subject property to prepare for the pre-application conference.

Property owner's signature (REQUIRED):

A handwritten signature in black ink, appearing to be "R. J. [unclear]", written over a horizontal line.

Date:

6/21/22

**AREAS:**

ZONE:  
 GROSS AREA:  
 R.O.W. INDICATION AREA:  
 NET AREA:  
 TRACTS (OPEN SPACE):  
 TRACTS (PRIVATE DRIVE):  
 X OPEN SPACE:  
 AVERAGE LOT AREA:  
 MAX DENSITY:  
 MIN DENSITY:  
 PROPOSED DENSITY:

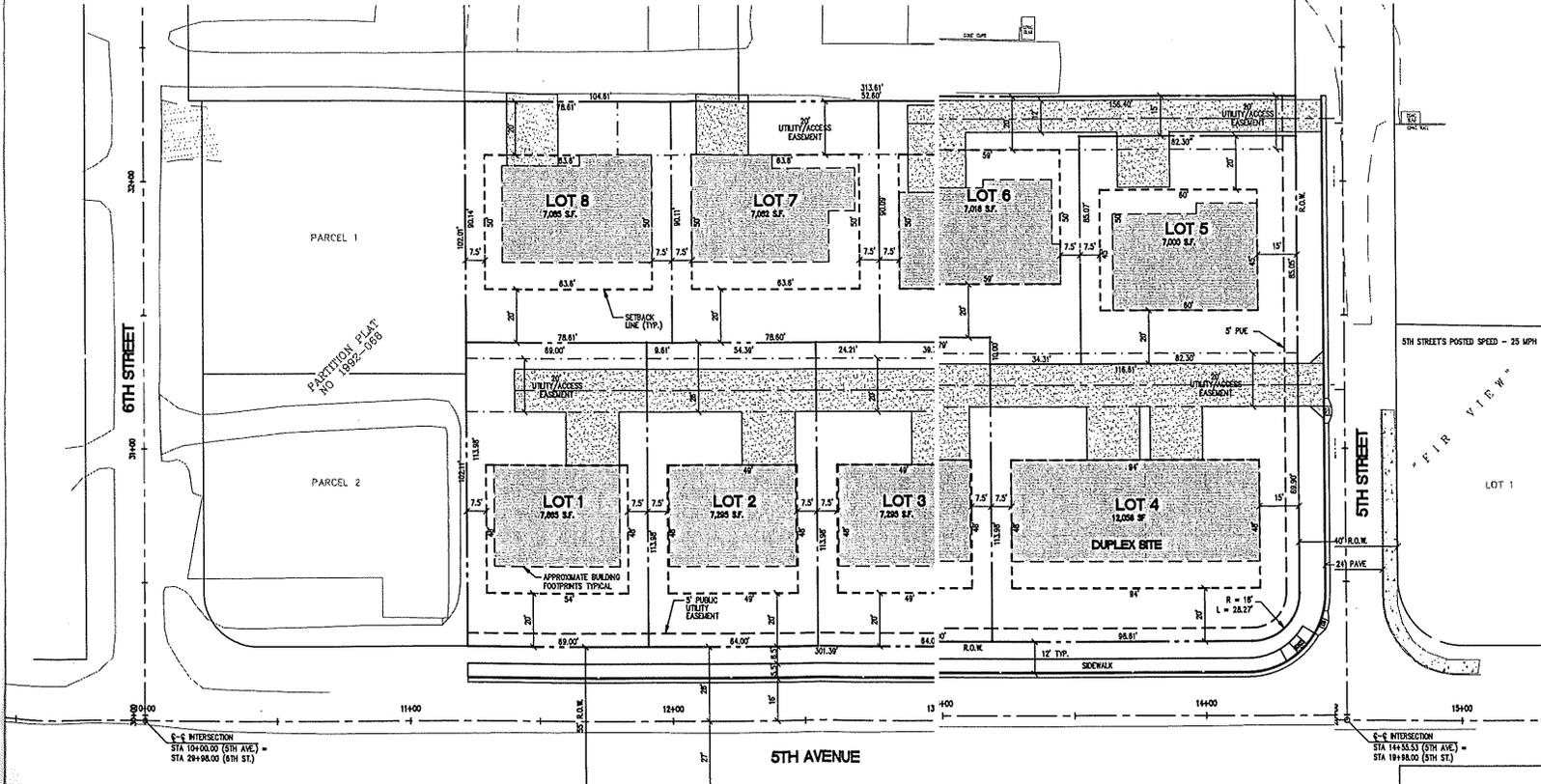
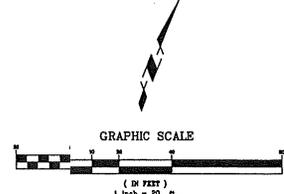
R-7  
 83,931 SF  
 0 SF  
 83,931 SF  
 0 SF  
 0 SF  
 8,000 SF  
 8 LOTS  
 8 LOTS  
 8 LOTS

**NOTE:**

SEE PROJECT NARRATIVE FOR ADDITIONAL INFORMATION ON LOT SETBACKS, FLOOR AREA RATIOS AND LOT COVERAGES.  
 THE PURPOSE OF THIS PRELIMINARY SITE DIMENSION PLAN IS TO SHOW THE PROPOSED LOT DIMENSIONS FOR PLANNING PURPOSES. THIS IS NOT AN OFFICIAL PLAT AND IS NOT TO BE USED FOR SURVEY PURPOSES.

**LOTS**

LOT #	FRONT SETBACK HOUSE/GARAGE	REAR SETBACK	SIDE SETBACK	LOT WIDTH	LOT AREA	LOT COVERAGE 33% MAX
1	20 FEET	20 FEET	7.5 FEET	69 FEET	7,865 SF	2,792.75 SF
2	20 FEET	20 FEET	7.5 FEET	84 FEET	7,295 SF	2,553.25 SF
3	20 FEET	20 FEET	7.5 FEET	84 FEET	7,295 SF	2,553.25 SF
4	20 FEET	20 FEET	7.5/15 FEET	116.81 FEET	12,056 SF	4,219.80 SF
5	20 FEET	20 FEET	7.5/15 FEET	82.30 FEET	7,000 SF	2,450.00 SF
6	20 FEET	20 FEET	7.5 FEET	74.10 FEET	7,018 SF	2,458.30 SF
7	20 FEET	20 FEET	7.5 FEET	78.80 FEET	7,082 SF	2,478.00 SF
8	20 FEET	20 FEET	7.5 FEET	78.81 FEET	7,085 SF	2,479.75 SF



REVISIONS


8/1/08

RENEWAL DATE 12/31/09

WILLAMETTE VISTAS SUBDIVISION  
 TA-HUAN/WONG  
 1555 6TH STREET  
 WEST LINN, OREGON

TENTATIVE  
 SITE DIMENSION PLAN

**cushing**  
 Dan Cushing Associates  
 Civil Engineers  
 6650 SW Redwood Lane  
 Suite 215  
 Portland, OR 97224  
 Voice: (503) 620-7884  
 Fax: (503) 620-2771

DATE: 8-1-08  
 SCALE: 1" = 20'  
 DRAWN: JCB  
 JOB: 07017  
 SHEET

8/1/08 PRELIMINARY DEVELOPMENT